
Ways to Use the Event-in-a-Box

Whether you are hosting a boot camp, exhibiting at a conference, planning a hiring event or coordinating a move-in essentials drive, Event-in-a-Box materials can be mixed, matched and customized to help you plan, promote and run events. Pick and choose from these items:

Event planning information

- Event planning checklist
- Event ideas
- Event timing
- Messages
- Challenges and action steps

Event promotion resources

- Sample blogs and social media content
- Flyer template
- Media advisory template
- Electronic billboard messages to promote events within VA

Event hosting resources

- Presentation content
- Thank-you email template

Event handouts and other items to share onsite or online

- Fact sheets
- Frequently asked questions
- Move-in essentials checklist
- Posters and wallet cards
- Resources to end and prevent Veteran homelessness